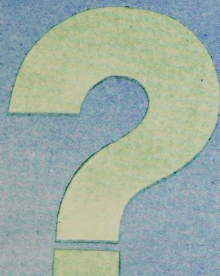


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1974

Directory
of registered
private
vocational
schools





Ontario

Ministry of
Colleges and
Universities

Registration of Private Vocational Schools

Retention and Payment of Fees

Ontario Ministry of Colleges and Universities

Private vocational schools offering one or more of the training categories indicated herein are required to register under The Trade Schools Regulation Act.

Registered schools are required to make application for re-registration annually. Supervision of the operation of registered schools includes the approval of all advertising copy, teacher qualifications, graduation requirements, and fees charged for the courses.

Approval is required of accommodation, equipment, lighting and heating facilities. Further, in collaboration with the local fire, health and safety department for the area in which the school is located, approval is required of the accommodation with respect to sanitation, freedom from fire hazard, and safety from accident wherever power machines are installed.

This a *partial* list of courses conducted by the schools.

Directory of registered private vocational schools

[1974]

Many separate courses are available in each subject area. Courses vary widely in what they cover. For example, one course in radio may teach a student to repair radios, another may teach him to be an engineer with a broadcasting company. It is suggested that you write to the schools for complete information, and then choose the particular course you want.

The fact that two or more registered schools offer courses with similar titles does not mean that these courses are of equal merit or will be of equal value to you. It does mean that each school truthfully describes its offerings and that the fees charged are considered reasonable for the facilities available, and for the instruction and services rendered.

*Made under The Trade Schools Regulation Act
Ontario Regulation 160/69
Section 19*

A trade school may charge a registration fee which shall not exceed 10 per cent of the total cost of the course of instruction or \$50 whichever is the lesser, and which shall be applied to the total cost of the course of instruction.

Section 20, subsections 1, 2, 3

1. Where a person gives to the keeper or operator of a trade school or to a salesman, representative or teacher of the trade school, prior to the commencement date of a course of instruction, notice in writing of the person's intention not to commence the course of instruction, the keeper or operator of the school shall refund any money paid for or on account of the fees by or on behalf of the person except the registration fee provided for in Section 19.
2. Where a person gives to the keeper or operator of a trade school or to a salesman, representative or teacher of the trade school, after the commencement date of a course of instruction, notice in writing of the person's intention to cease taking the course of instruction, the keeper or operator of the trade school shall be entitled to retain,
 - (a) the registration fee under section 19;
 - (b) the proportion of the fees for the whole course of instruction that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction; and
 - (c) the greater of,
 - (i) the sum of \$25, and
 - (ii) 10 per cent of the difference between the fees for the whole course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced up to the time of receipt of notice bears to the whole course of instruction.
3. Where it is necessary for a trade school to supply equipment in addition to written material for a course of instruction and the equipment is supplied to a person and the trade school receives from the person a notice under subsection 1 or 2, the trade school may make a charge, not exceeding the equivalent retail cost to the trade school, for the equipment or for the use thereof, as the case may be, except where the person returns all the equipment to the trade school, unopened or as issued, within ten days of the receipt of the equipment by the person.

Legend

Code numbers refer to specific schools that offer instruction in a particular subject. "C" indicates a correspondence course, "R" denotes residence (attendance in school classes). "CR" means a combination of correspondence and residence.

For example, if you want to learn Blueprint Reading at a private vocational school, look up the appropriate heading in the accompanying list of subjects. You will see the codes 23R and 51C. This means that school classes in Blueprint Reading are offered by Institute of Technical Trades Limited in Toronto and correspondence courses are offered by Primary School of Drafting in Hamilton.

Subjects

Accounting 24C, 26C, 30R, 31R, 33C, 44C, 47R, 50R, 56R, 57R, 59R

Air Conditioning 5C, 33C, 39C

Aircraft Mechanics 26C

Airline Training (Ground-Based) 28R, 40R, 68C

Announcing (Radio and TV) 25CR, 45C

Appliance Servicing 39C

Art, Fine 33C, 43R

Art, Commercial 3C, 5C, 26C, 43R

Art, Cartooning 3C

Auto Mechanics 26C, 33C, 39C

Bar Training 4R, 63R

Blueprint Reading 23R, 51C

Bookkeeping 17R, 36R, 50R, 58C, 61R, 67R

Broadcasting (Radio and T.V.) 25CR

Business Machines 56R, 66R

Business Administration
5C, 26C, 33C, 36R, 40R, 44C, 50R, 57R, 59R, 60R, 66R, 67R

Clerical 14R, 17R, 31R, 41R, 49R, 50R, 57R, 59R, 67R, 70R

Computer Programming 8R, 9R, 20CR, 26C, 27R, 39C

Computer Operator 9R

Computer Technology 9R

Data Entry Operator 8R, 9R, 20CR, 27R, 30R, 36R, 67R

Data Processing 5C

Dental Office Assistant 25CR, 33C

Diesel Engines 5C, 33C, 39C

Drafting 5C, 23R, 26C, 33C, 51C

Dressmaking and Design 13R, 16R, 22C

Electronics 1CR, 5C, 9R, 10CR, 26C, 33C, 39C, 52CR, 53R

Electronic Engineering 1CR, 10CR, 26C, 39C, 52CR

Esthetician 11R, 12R

Fashion Design 13R, 16R, 22C

Fashion Merchandising 56R

Furniture Upholstery 6R, 29R, 48R

Schools

Heating and Ventilation 5C	1 A.M.J. Electronic College 275 First Avenue Ottawa	13 Ellen Peterson's School of Fashion and Design 2 Tanjoe Crescent Willowdale
Hotel Operations 20CR, 25CR, 26C, 33C	2 A.R.C. School of Welding 92 John Street North Hamilton	14 Ethel Gould Business College 1300 Carling Avenue Ottawa
Interior Decorating 33C	3 Art Instruction Schools, Inc. 10 Sunray Place Aurora	15 Etobicoke Business College 4127 Dundas Street West Toronto
Management Development 38R, 50R	4 Bar Training Headquarters of Ontario 1166 Dundas Street West Toronto	16 Galasso School of Fashion Design 452 Danforth Avenue Toronto
Medical Office Assistant 25CR	5 Canadian Institute of Science and Technology 263 Adelaide Street West Toronto	17 Galt Business College 71 Ainslie Street North Galt
Medical Office Practice 20CR	6 Canadian School of Custom Upholstery 111 Tycos Drive Toronto	18 General Welding School Limited 61-63 Jarvis Street Toronto
Medical Records and Terminology 8R, 20CR, 40R	7 Canada Welding Trade School 26 Balsam Avenue North Hamilton	19 Guelph Business College 60 Macdonell Street Guelph
Medical Transcription 20CR	8 Computer Institute of Canada 67 Richmond Street West Toronto	20 Herzing Institutes of Canada Limited Suite 310 44 Eglinton Avenue West Toronto
Motel Operation 20CR, 25CR, 26C, 33C	9 Control Data Education Institute 50 Hallcrown Place Willowdale	21 Huntsville Secretarial Teaching Service 56 Main Street East Huntsville
Office Practice and Management 31R, 46R, 62R	10 DeVry Institute of Technology Canada Limited 970 Lawrence Avenue West Toronto	22 Huron School of Fashion 16 John Street East Box 610 Exeter
Photography 5C	11 Edith Serei Company Limited 35 O'Connor Street Ottawa	23 Institute of Technical Trades Limited 2388 Dundas Street West Toronto
Power Plant Engineering and Operation 58C		
Power Reading 56R, 57R, 59R		
Salesmanship 34R, 38R		
Secretarial 5C, 14R, 15R, 17R, 19R, 21R, 26C, 30R, 31R, 32R, 33C, 36R, 37R, 41R, 44C, 47R, 49R, 50R, 54R, 56R, 57R, 59R, 60R, 61R, 62R, 64R, 65R, 66R, 67R, 69R, 70R		
Secretarial, Accelerated 15R, 36R, 67R, 70R		
Secretarial, Bilingual 31R, 32R, 61R, 70R		
Secretary, Executive 15R, 36R, 40R, 50R, 56R, 57R, 59R, 67R		
Secretary, Legal 15R, 17R, 31R, 36R, 40R, 50R, 56R, 57R, 59R, 61R, 67R, 70R		
Secretary, Medical 8R, 15R, 17R, 31R, 36R, 40R, 41R, 50R, 56R, 57R, 59R, 61R, 67R, 70R		
Sewing 55C		
Shorthand 56R, 57R, 58C, 59R, 61R, 62R		
Stenographic 14R, 17R, 36R, 41R, 49R, 50R, 57R, 59R, 62R, 70R		
Stenotype 33C, 40R, 53R, 67R		
Textiles 26C		
Travel Agent 28R		
Typing 8R, 14R, 31R, 40R, 49R, 56R, 57R, 58C, 59R, 61R, 62R, 67R		
T.V. Servicing 26C, 39C		
Welding 2R, 5C, 7R, 18R, 23R, 35R, 42R		

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| 24 International Accountants Society
970 Lawrence Avenue West
Toronto | 35 Lincoln School of Welding
R.R. #2 (Bayside)
Trenton | 47 Ontario Business College Limited
54 Victoria Avenue
Belleville | 59 Shaw Western College
2458 Bloor Street West
Toronto |
| 25 International Career Academy of Canada Limited
8 King Street East
Toronto | 36 Lougheed Business College
10 Young Street
Kitchener | 48 Ontario School of Upholstery
185 Limestone Crescent
Downsview | 60 Simcoe Business College
20 Kent Street South
Simcoe |
| 26 International Correspondence Schools (Canadian) Limited
228 Yorkland Boulevard
Willowdale | 37 MacKinnon Business College
53 Queen Street
Ottawa | 49 Oshawa Business College
18 Simcoe Street North
Oshawa | 61 Sudbury Business College
30 Elgin Street North
Sudbury |
| 27 International Data Processing Institute (Hamilton) Limited
139 King Street East
Hamilton | 38 Management and Leadership Training
249 Main Street
Waterford | 50 Park Business College
Room 555
Federal Building
72 James Street North
Hamilton | 62 Sylvia Gill Secretarial College and Finishing School
109 Thomas Street
Oakville |
| 28 International School of Travel
2279 Yonge Street
Suite 1
Toronto | 39 McGraw-Hill Continuing Education Center
330 Progress Avenue
Scarborough | 51 Primary School of Drafting
61 Richwill Road
P.O. Box 6218
Station "F"
Hamilton | 63 Toronto Bartenders Training School
617A Bloor Street West
Toronto |
| 29 International School of Upholstery
18 Ingram Drive
Toronto | 40 Merton College
250 Merton Street
Toronto | 52 Radio College of Canada
461 King Street West
Toronto | 64 Welland Business College
15 Main Street East
Welland |
| 30 King's Business College
1119 Victoria Avenue
Thunder Bay | 41 Metzler Business School
77 Brock Street
Kingston | 53 Radio Electronic Television School of Toronto
8 Dundas Street West
Toronto | 65 Weller College Limited
2 St. Clair Avenue East
Toronto |
| 31 La Fortune Business School
447 Sussex Drive
Ottawa | 42 Mountain School of Welding
1495 Upper James Street
Hamilton | 54 St. Catharines Business College
23 Centre Street
St. Catharines | 66 Wells Business Academy
327 King Street East
Hamilton |
| 32 Larocque Bilingual College
276-1/2 Dalhousie Street
Ottawa | 43 M.S.H. Studio School of Art
10 Dell Park Avenue
Toronto | 55 The Sewing Teachers Correspondence School
65 Wynford Heights Crescent
Suite 1709
Don Mills | 67 Westervelt Business School Limited
190 Wortley Road
London |
| 33 La Salle Extension University
110 Jarvis Street
Suite 3
Fort Erie | 44 National College
5740 Yonge Street
Willowdale | 56 Shaw Central College
2436 Yonge Street
Toronto | 68 Westervelt Travel Institute
190 Wortley Road
London |
| 34 Leadership Training Services Limited
1814A Eglinton Avenue East
Scarborough | 45 National Institute of Broadcasting
Box 2800
Don Mills | 57 Shaw Eastern College
2084 Danforth Avenue
Toronto | 69 Weston Business College
1705 Weston Road
Weston |
| | 46 North Bay Business College
1515 Cassell Street
North Bay | 58 Shaw Home Study College
2436 Yonge Street
Toronto | 70 Willis Business College
85 O'Connor Street
Ottawa |



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